Chapter 12 Regional Workflow

REGIONAL .UCF (USER CONFIGURATION FILE)

ADJUSTING EXISTING USERS TO REGIONAL PREFERENCES

Step One: Copy New .UCF Files

Using Windows Explorer, browse to the
w:\!msv8user\!Template_Regional\MSTAUSER\config\users folder. Copy the **.ucf** &
.pcf files into your user folder on your local C: or D: drive. (i.e.
C:\!msv8user\Your.Name\MSTAUSER\config\users. Overwrite any existing files.

Step Two: Adjust the .UCF Files (If necessary)

ⓘ *The .ucf files control where MicroStation looks for your projects on your hard drive.*
They are set by default to look to your D:\PIN folder. If this is where you created your
briefcase, then skip to Step Three.

If your PIN briefcase is on your C: drive, you will need to change the drive letter for your
PROJDISK1. (If it's on your D: drive, you are all set. Skip this step.) Open your **normal.ucf**
in your local !msv8user folder using Window's *Notepad.*

 Change the drive letter of both **LOCAL_WORK_PATH** and **PROJDISK1** from "D" to
"C". This is the only thing you should change about this file. Go to **File>Save** and close this
file.

By default, the normal workgroup is set to Highway. If you are for example a Bridge user,
change this value also. This must be all **CAPITOL** letters as in the examples. These are the
only things you should change in this file.

If you had to change the workgroup variable in the **normal.ucf** then you will have to open
the **network.ucf** and change this variable also.

Step Three: Working Locally or On the Network

Working locally (on C: or D: drive) is now your workflow by default. It utilizes your
normal user configuration file that points to your **PIN** briefcase for projects.

Working Locally

Entering MicroStation will be the same as usual, by clicking the MicroStation icon on your
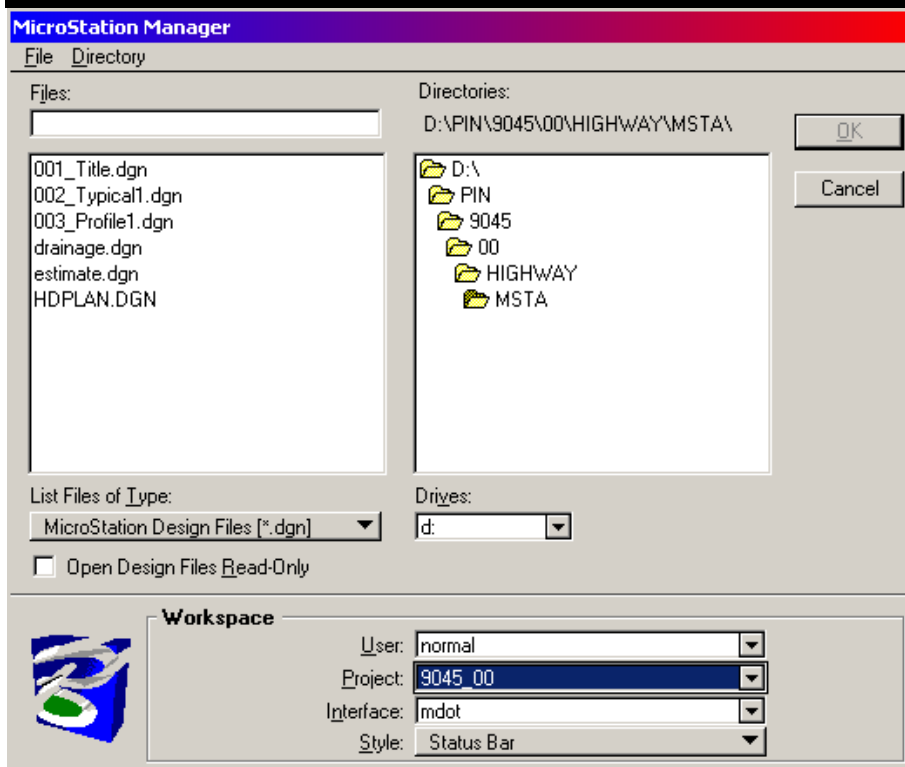Desktop opening the *MicroStation Manager* window (Figure 12-1).

Figure 12-1: MicroStation Manager

In the **Workspace** area of the dialog, it should look like the dialog above.

The **User** field always defaults back to "normal". Normal, for Regional users will point to their local **PIN** briefcase for projects.

Working on the Network

Occasionally you may want to open files on the network to check something. Simply switch your user file to **Network** (Figure 12-2)**.**
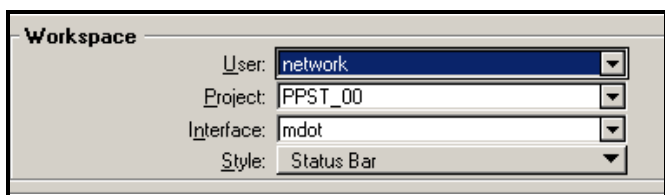

Figure 12-2: User: Network

Pick your project from the "Project" pull down. This should open that project on the network (y:) drive.

USING A BRIEFCASE

The document that follows is intended to explain a method of comparing project files on the network with project files copied locally. A briefcase is simply a folder with intelligence. In the event a file is modified, added to a project, or delete from a project, you will know when and possibly by whom. At which point, communication will prevent files from being overwritten.

The briefcase can also be used by MX users when creating a "New Project Setup". The MX project in your briefcase will not be comparing files with a network copy, but will act like a normal PIN folder.

ⓘ *If you are doing design work in the MX software close the briefcase. The briefcase, when open, will act like it is currently being accessed by another user. To do this, simply close the Explorer window or click on another folder. Figure 12-3 is a typical message you will see if you are accessing the briefcase through explorer.*
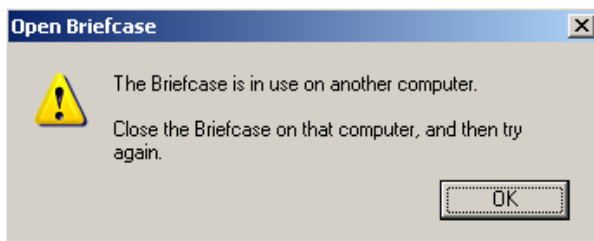

Figure 12-3: Open Briefcase

You can have the MX project in your briefcase and a PIN structure for the same project (i.e. Oxford9045.00 (MX project) and 9045 (MicroStation PIN structure)). When the MX work is completed, the **.dgn** and **.prn** files can be moved into the appropriate MSTA subfolder within the synchronized PIN (i.e. Highway\MSTA) allowing the briefcase to recognize the new files and ask you to create the new files on the network. This does not replace the MX backup procedure. Your **.dgn** and **.prn** files will be backed up; however, you should follow the recommended procedure as described in the MX Procedural Manual for zipping and backing up your MX design files on the network.

You can always add additional file types to a briefcase and use this method for all MX files, but since the whole MX directory is zipped and copied to the MX subfolder in the PIN structure on the network, manually selecting them and copying all the files at one time may be the preferred method.

CREATE A "PIN" BRIEFCASE

Step One: Create a Briefcase

Open Windows Explorer and click on the drive letter you wish to store all projects on (i.e. **C:** or **D:**). When you do this, it should display the contents of that drive on the right hand side of Windows Explorer. **Right click** on the right side of Explorer (anywhere except on a file or folder) and select **New>Briefcase** (Figure 12-4).
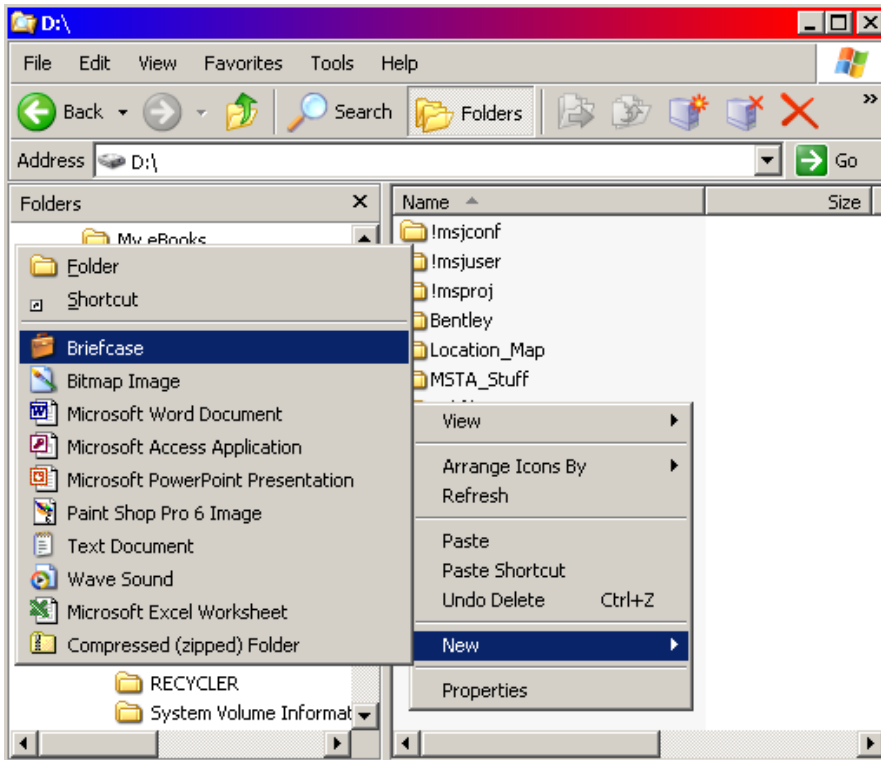

Figure 12-4: Creating New Briefcase

Step Two: Rename the Briefcase

Right click on the Briefcase and select **Rename** (Figure 12-5). Type **PIN** and hit enter.

ⓘ *If you currently have a folder for your projects named PIN on your C: or D: drive, rename that folder to "XPIN" prior to renaming the new briefcase or back up your files to the Y:drive and delete your old PIN folder. If you elect to rename the folder, you can move files from your XPIN folder into the Highway>MSTA folder of your new (PIN) briefcase. This will be covered later.*
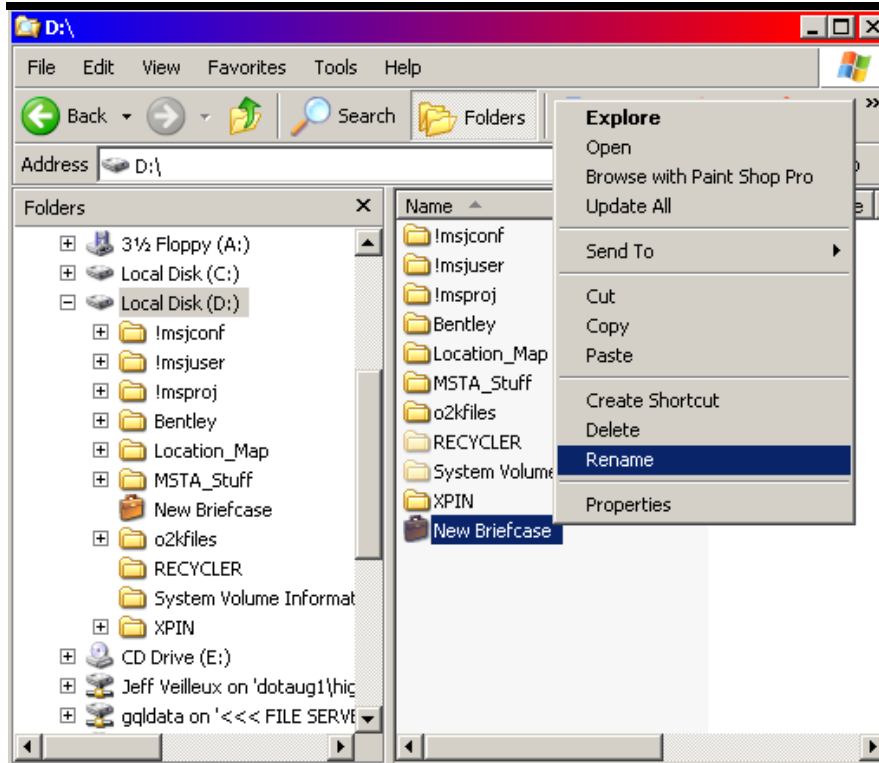
Figure 12-5: Renaming Briefcase

Step Three: Open the Briefcase

Double click on the briefcase. (Your briefcase is simply a folder with intelligence.)

♪ The first time you open the briefcase, the Briefcase Wizard will open giving you brief instructions. Press Finish.

ADDING PROJECTS TO YOUR "PIN" BRIEFCASE

Step One: Adding Network Files To Your "PIN" Briefcase

Open Windows Explorer to the **Y:\PIN** directory (Figure 12-6). Click on Y:\pin to place its contents on the right side of the explorer window.
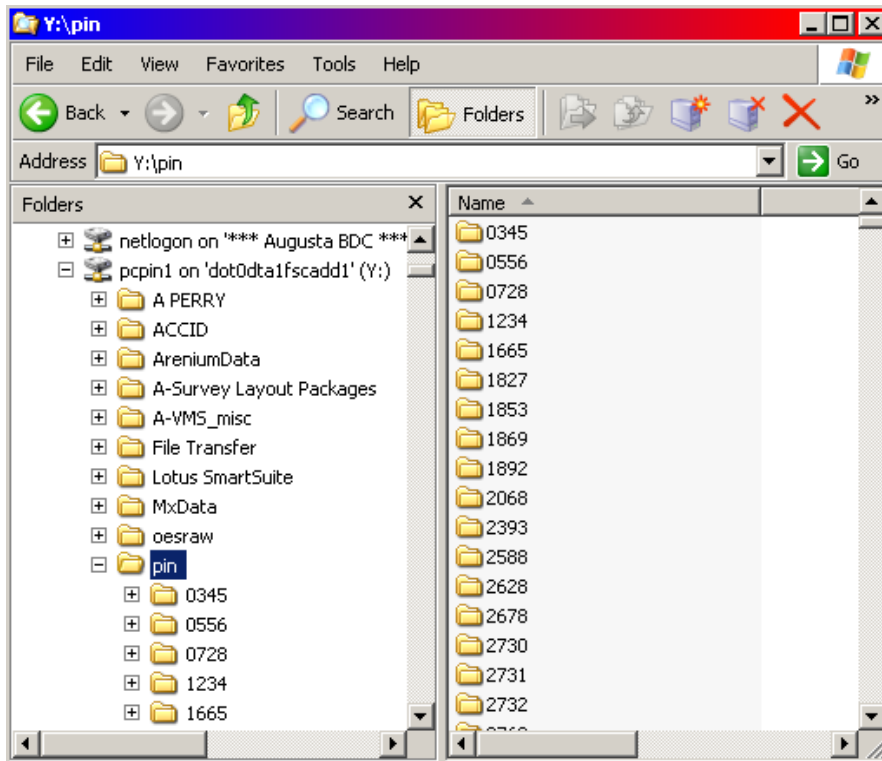

Figure 12-6: Browsing your PIN

Locate your PIN number (i.e. 9045) in the list of projects. **Right click+hold+drag** the project number into your **D:\PIN** Briefcase. Release your mouse button and select **Make Sync Copy of Type…** (Figure 12-7).
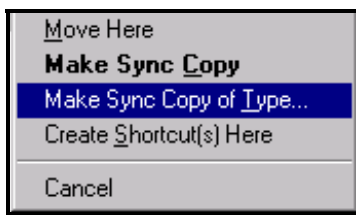

Figure 12-7: Make Sync Copy of Type

ⓘ *If you cannot find your project, contact your MicroStation support personnel to have a PIN added to the list. Do not create a PIN on the Y:drive.*

Step Two: Select the File Types

Select **.dgn, .log, .prn** and **.txt** as your file types (Figure 12-8) and click **OK. (**It is not

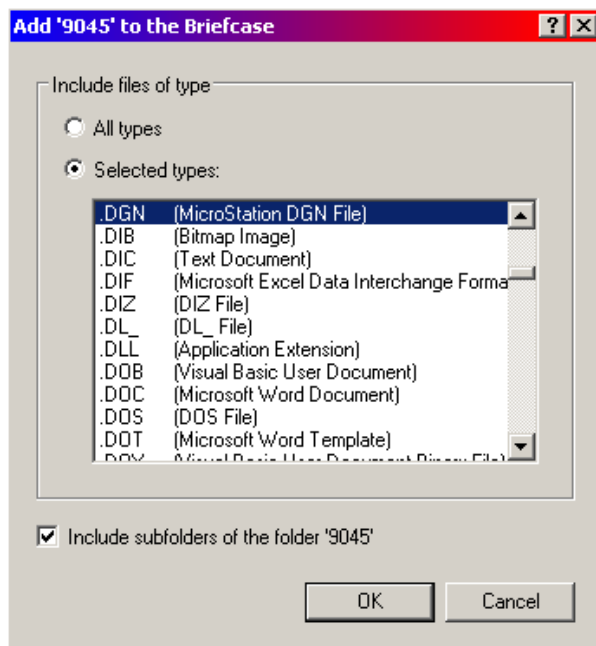necessary to hold CTRL key.) Verify that the "Include subfolders of the folder 'Your PIN'" is checked.

Figure 12-8: Select File Types

♫ As different files of other types are created or added to the local directory or network directory, the briefcase will recognize them; however, inclusion of the new file types has to be initiated by the user. This will be cover later.

ⓘ *You can select all file types or additional file types to include, but doing this will slow up synchronizing time. This is not recommended because we would like to minimize unnecessary files taking up space on your local hard drive.*

Step Three: Repeat as Necessary

Repeat this process for all projects that you intend on working on.

Step Four: Moving Files from another folder to your PIN Briefcase (Optional)

This step is for moving project files that you have been working on into a newly created briefcase (i.e. from D:\XPIN\9045\00\highway\msta or other misc. folder).

♫ You can do this process outlined below or back up your files in the old PIN folder to the Y:drive prior to coping them down into the new briefcase.

Step One: Open Windows Explorer

Browse to the folder you *were* using to store your projects.

Step Two: Open your PIN briefcase

Browse to the folder that should contain all of you MicroStation drawings (i.e. D:\PIN\9045\00\highway\msta).

Step Three: Move Files into Briefcase Folder

Right click+hold+drag the MicroStation files into your briefcase folder (i.e. **D:\PIN\9045\00\Highway\Msta)**. Release your mouse button and select **Move Here.** This will add the files you'd been working on into your briefcase. When you synchronizing the briefcase, it will back them up to the y:drive.

SYNCHRONIZE YOUR BRIEFCASE

Update Briefcase and Network

Overview

As you work on your project on your local hard drive (C: or D:), any files that you make changes to will be kept track of in your briefcase. Likewise, if files are changed on the network, your briefcase will identify them. You should synchronize your briefcase with the network weekly. Your local hard drive is always subject to crashing, so having a recent backup on the network is the safest way to assure not losing your work. The network is backed up daily and is meant to store the master copy of all project files.

Step One: Open Your Briefcase

Open Windows Explorer. Make sure that Explorer is displaying all details (**View>Details).** Click on your PIN Briefcase on the left side of the Explorer window to display the contents on the right.

Step Two: Update All Files (Recommended)

From Windows Explorer's main menu, select **Briefcase>Update All.** The briefcase will compare all files in every project on your hard drive with the network copies and display the results.

♫ If you have more than one PIN in your briefcase, you can update one or more of them by selecting the PIN(s) and picking Briefcase>Update Selection from the main menu. You can also update your briefcase one file at a time, however, while you are connected to the network it is a good idea to try to keep all PIN's up to date, making synchronization quicker.
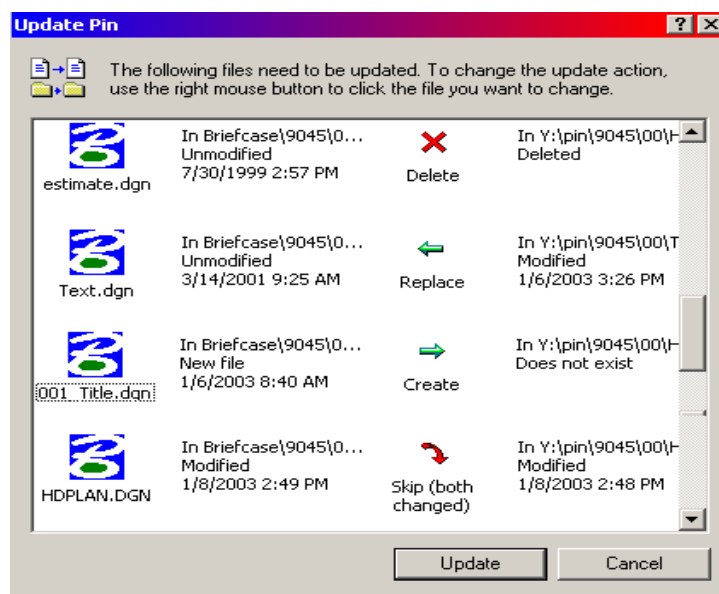
The left column displays the file name in question, the next column displays the briefcase files information, the next column displays the default action to take in order to update both locations and the right column displays its counterpart's information on the Y: drive.

The default action can be adjusted at any time by right clicking the file and selecting a new action to be preformed to the file. Below is a breakdown of the actions.

Replace Option

Replace

When a file has been modified in one or the other location, the briefcase prompts you to replace the unmodified file. This is most likely what you want to do.

⇒ Replace
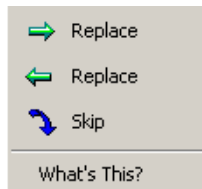⇐ Replace
↘ Skip

What's This?
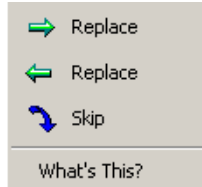
However, there may be an instance where the file you were working on was corrupted or an element inadvertently deleted, you could get a new copy by replacing the file in your briefcase. If you right click the file, you get these possible alternatives. Notice that you also have the option of skipping the update for the time being.

Skip (both changed) Option

↘
Skip (both changed)

When the file in the briefcase and the file on the network have both been modified, the briefcase prompts you to "skip" updating the file. This is when **communication** will need to take place. Open Explorer and browse to the Y: drive and locate your PIN. Open the folders to the location of the common file (i.e. Y:\pin\ 9045\00\Highway\MSTA). Open the **dgnuse.log** file. This file keeps a record of who has opened the files on the network and possibly made changes. Look for an entry in the log for the file in question. The log provides you with the time, date and name of the person who had opened the file. Find out from this person (via email or phone) if any work was

⇒ Replace
⇐ Replace
↘ Skip

What's This?

actually been done to the file. Once it is determined which file takes precedence, you can **Right Click** the file and change which direction that the file will be copied. If it is undetermined which file should be preserved, select **skip.** There is a way to merge the two files together and delete duplicate elements. Contact your CADD Support personnel for assistance if necessary.

♫ The "dgnuse.log" can be misleading. The dgnuse.log on the network tells you who opened the file on the Y: drive only, it doesn't tell you if this person has made changes to the file. Your briefcase does, however, a person that uses the preference "Immediately Save Design Changes" will change the modified date regardless if changes are made. When a person synchronizes their briefcase, a dgnuse-local.log gets copied to the network, giving a record of who is adding files from a briefcase.

Delete Option (File Removed)

✗
Delete

The **Delete** option lets you know when a file was deleted in either of the two locations. If a file is no longer needed and is deleted, the briefcase gives you the opportunity to make both locations identical.

✗ Delete
⇐ Create
↘ Don't Delete

What's This?

If you Right Click on the file, you get these possible alternative actions. The briefcase gives you the opportunity to delete the file, create (copy) the file again in the location it was deleted or simply don't delete the file. The dgnuse.log won't help you to find out who deleted this file, however it may tell you who has been working on this project on the network, and

that itself may open the lines of communication.

Create Option

If a new file was created in either location, the briefcase will give you the option to create the file in the other location. It is common that other users may be adding files on the network as well as in you in your briefcase. Survey, for example, may have additional topography that you need locally. You can right click the file for alternative actions. The only other action for create is "skip". Normally the default action (create) is the one you want.
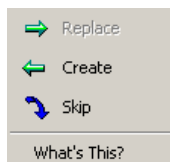
Renaming Files in Your Local Briefcase

It is recommended that all file renaming (i.e. Sheet Renumbering Utility) be done locally in your briefcase. The intelligence of your briefcase allows you to take the renamed files and create them on the network and at the same time it will also delete the files that were associated to these files from the network. This allows for no confusion or duplication of files on the network with different names.

ADDING ADDITIONAL FILE TYPES TO BE SYNCHRONIZED

This section describes how to add additional file types to a briefcase that has already been setup. This will allow any "orphan" files of the new type to be synchronized with the network. As you work on a project, additional files will most likely be created other than MicroStation files. General Notes (.doc) files, Construction Notes (.xls) files, Estimator (.csv) files, MicroStation Archives (.mar), Images (.tif, .bmp or .jpg) and MicroStation Backup (.bak) files are some additional types that are usually created when doing a complete plan set. These file types can be added when creating a briefcase or added later when it is determined what they are. Follow the steps below to add the new types (Figure 12-9).

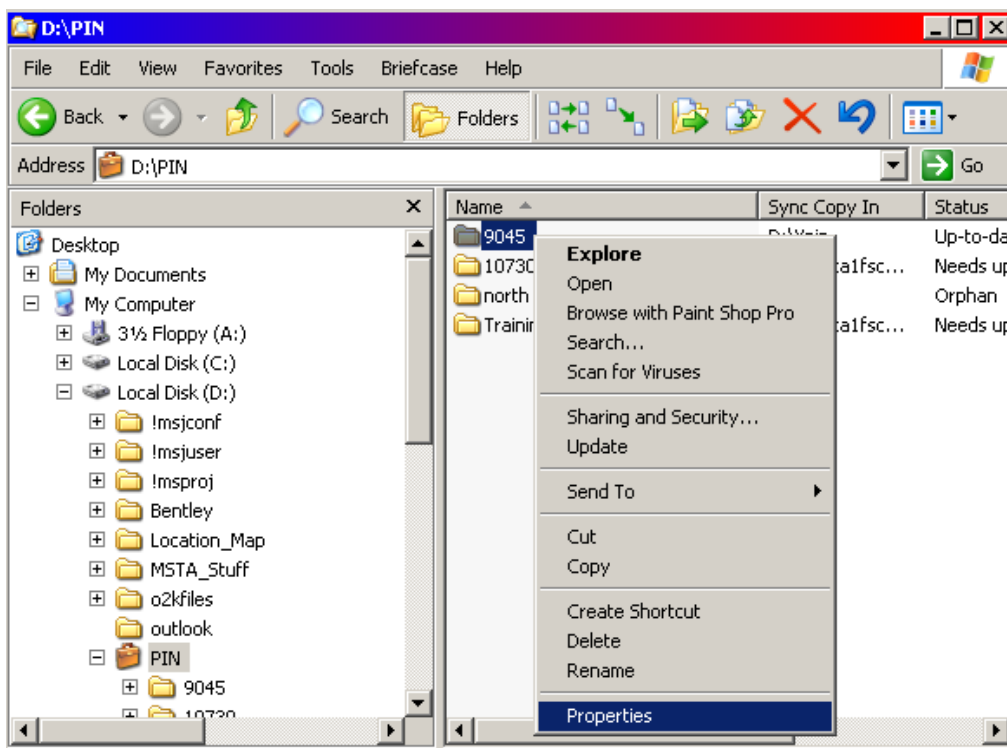## Step One: Right Click Your Project at the root of the PIN Briefcase

Figure 12-9: Changing Properties

Step Two: Select the Update Info Tab

Select the *Update Info* tab (Figure 12-10) and pick the new file types you wish to be synchronized with the network files.
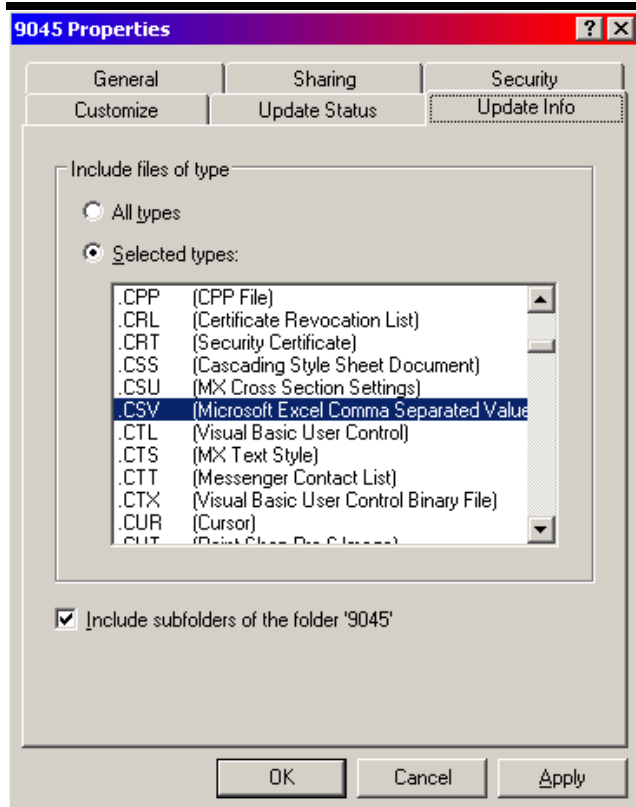
Figure 12-10: Update Info

Select the new file types and click **OK.** (It is not necessary to hold CTRL key.) Verify that the "Include subfolders of the folder 'PIN'" is checked. Click OK when done.

♫ This process will only work if you are red wired and connected to the network location that your briefcase is synchronized with.

Step Three: Synchronize Your Briefcase

It will be necessary to re-synchronize the briefcase for the new files to be copied to the network. This will prompt you to *Create* the new files on the network. This is the default action you want to take. There may be files of this type on the network that will be copied down to your briefcase also. If you want a copy of them, the default action is OK, but if you don't need them, you can *Skip* them by right clicking the file and changing the default action to SKIP.

REMOVING A PROJECT FROM THE BRIEFCASE

Once final plans have been delivered to the Contracts for printing, you can remove it from your briefcase. Prior to removing it, do one last synchronization on the PIN and manually copy any "orphan" files to the network. Orphan files are additional file types that reside only in your briefcase.

♫ If you added additional file types, there may not be any orphan files.

Step One: Open Briefcase and browse to the MSTA folder

Step Two: Sort by File Status and copy to Clipboard

Click on the Status heading in Windows Explorer to group the like files together. Highlight the orphan files (Figure 12-11) and select **Edit>Copy.**
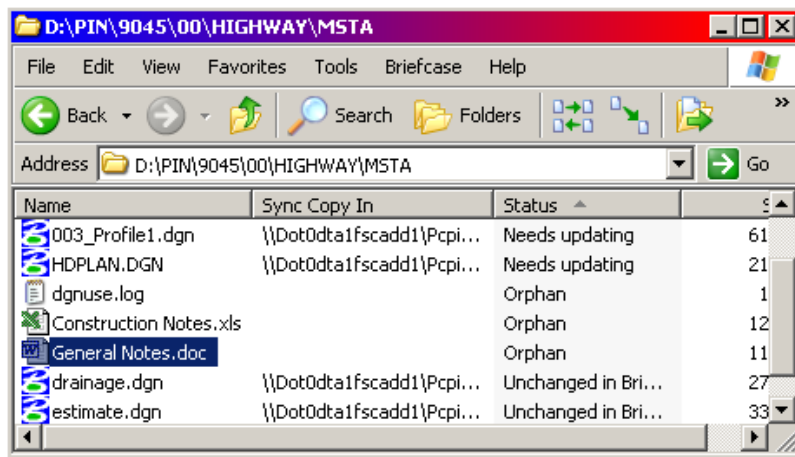

Figure 12-11: Adding Orphan Files

Step Three: Paste files into the appropriate folder on the Y: drive

Open your Explorer to the Y: drive and browse to the folder that contains the project files (i.e. Y:\PIN\9045\00\Highway\MSTA). Select **Edit>Paste** to copy them to this location.

♫ MX users can do a similar procedure to the MX folder in the PIN structure (if they copied the files there) or to their MX Project folder. This does not replace the backup procedure.

Step Four: Delete the Project

After all project files have been synchronized and orphan files copied to the network, you can highlight the PIN in your briefcase and select **File>Delete** to delete the PIN and free up space on your hard drive.